



RESOLUTION

AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY AND COUNTY OF HONOLULU, DEPARTMENT OF CUSTOMER SERVICES, DIVISION OF MOTOR VEHICLES, LICENSING AND PERMITS AND THE STATE OF HAWAII, DEPARTMENT OF HEALTH, DISABILITY AND COMMUNICATION ACCESS BOARD, TO IMPLEMENT A PROGRAM ON PARKING FOR PERSONS WITH DISABILITIES.

WHEREAS, Chapter 1, Article 8, Revised Ordinances of Honolulu 1990, requires prior City Council approval for any intergovernmental agreement which places an obligation upon the City and County of Honolulu (City) or any department or agency thereof; and

WHEREAS, the City and the Disability and Communication Access Board (DCAB) have entered into a Memorandum of Agreement (MOA) since 2007 to implement the Statewide Program for the issuance of parking permits (parking placards and special license plates) and identification cards to qualified persons with disabilities; and

WHEREAS, a new MOA is necessary because the previous MOA and extensions expired; and

WHEREAS, the State Legislature appropriates funds to compensate the counties to implement a statewide program; and

WHEREAS, an executed MOA is required for disbursement of these funds; now therefore,

BE IT RESOLVED, by the Council of the City and County of Honolulu that the Mayor or his designee is authorized to accept and execute the Memorandum of Agreement in substantially the form attached hereto as Exhibit "A"; and



RESOLUTION

BE IT FINALLY RESOLVED that the Clerk is hereby directed to transmit copies of this Resolution to the Mayor of the City and County of Honolulu, Sheri T. Kajiwarra, Director of Customer Services; Galen Onouye, Division of Motor Vehicles, Licensing and Permits; and Francine Wai, Executive Director, State of Hawaii, Department of Health, Disability and Communication Access Board, 919 Ala Moana Boulevard, Honolulu, Hawaii 96814.

INTRODUCED BY:

Ernest Martin (BR)

DATE OF INTRODUCTION:

July 1, 2015
Honolulu, Hawaii


Councilmembers

MEMORANDUM OF AGREEMENT
BETWEEN THE
STATE OF HAWAII
DEPARTMENT OF HEALTH
DISABILITY AND COMMUNICATION ACCESS BOARD
AND THE CITY AND COUNTY OF HONOLULU
DEPARTMENT OF CUSTOMER SERVICES

This Memorandum of Agreement (MOA) is made this 1st day of July 2015, by and between the Disability and Communication Access Board, Department of Health, State of Hawaii (DCAB), and the Division of Motor Vehicles, Licensing and Permits, Department of Customer Services, City and County of Honolulu (CITY), to implement the Statewide Program on Parking for Persons with Disabilities (PARKING PROGRAM), in adherence to Chapter 291, Part III, Hawaii Revised Statutes, as amended, and Title 11, Chapter 219, Hawaii Administrative Rules.

1. The CITY shall:

- A. Issue first-time removable windshield placards, temporary removable windshield placards, replacement placards, license plates and identification cards to qualified persons with disabilities.
- B. Input all required data from the application form into the DCAB database consistent with the DCAB Technical and Reference Manual.
- C. Refer all applicants and applications for renewal to DCAB; provide written information on the renewal process supplied by DCAB to all walk-in applicants; and forward renewal applications that are received by mail to DCAB for processing.
- D. Collect and retain a transaction fee of twelve dollars (\$12) for all placards as authorized by Title 11, Chapter 219, Hawaii Administrative Rules.
- E. Invoice DCAB at a rate of twelve dollars (\$12) per placard for placards issued for which a transaction fee is not authorized by Title 11, Chapter 219, Hawaii Administrative Rules, upon receipt of a quarterly statistical report from DCAB (see Section 2.F). The CITY shall submit invoices after each quarter.
- F. Obtain and maintain computer hardware, software, and Internet service at the expense of the CITY to gain access to the DCAB parking database system.
- G. Ensure that the placards and expiration decals are stored securely at all issuance stations to protect them from loss, damage, or theft.

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- H. Coordinate with DCAB to retain original or scanned applications processed, including the forwarding of such information to DCAB as appropriate.
 - I. Ensure and obtain application that supports at least one of the following Browsers: Internet Explorer 10.0+, Firefox 13.0+, Chrome 15.0+, and/or Safari 5.0+.
2. The DCAB shall:
- A. Establish and maintain a parking permit database system in the DCAB office on Oahu and provide ongoing, troubleshooting, technical assistance and training to the CITY via telephone, facsimile, or email with respect to the system. The database shall be accessible to the CITY via high-speed Internet connection.
 - B. Provide information by mail on the renewal process to each consumer whose placard and/or special license plate will be expiring and explain the requirement of issuance by mail only for renewals through DCAB.
 - C. Issue all renewals for removable windshield placards by mail.
 - D. Retain original applications consistent with state record retention requirements.
 - E. Provide identification cards and a computer template, application forms, parking placards and expiration decals to the CITY.
 - F. Provide a report to the CITY after each quarter of the fiscal year indicating the total number of placards issued by the CITY in the same period.
 - G. Arrange and pay for the shredding of application forms and expired placards annually.
 - H. Reimburse the CITY, upon receipt of an invoice, for each first-time removable windshield placard issued at the rate of twelve dollars (\$12) per placard. The reimbursement shall be issued after each quarter.
 - I. Delete records of persons confirmed deceased as verified by the Office of Vital Records, Department of Health, State of Hawaii, family members, or legal counsel of the estate of the deceased.
 - J. Maintain a web site with information about the PARKING PROGRAM to include but not be limited to the application form, informational brochures, a parking space design video, and instruction sheets.

- K. Initiate a public education campaign and continue to promote public education and outreach to consumers, enforcement personnel, and public and private agencies to explain the changes to the PARKING PROGRAM made by Act 141 (10), Session Laws of Hawaii 2010, and Title 11, Chapter 219, Hawaii Administrative Rules.

3. Terms of Agreement:

This MOA shall be effective from July 1, 2015, and shall continue through June 30, 2017, unless this Agreement is extended or sooner terminated as hereinafter provided.

4. Extension of Agreement:

Unless terminated, this MOA may be extended for not more than two (2) additional twelve (12) month periods upon mutual consent of the parties in writing at least thirty (30) days prior to expiration of this Agreement.

5. Termination of Agreement:

This MOA may be terminated by either party, but only after sixty (60) days written Notice of such intention is received by the other party.

SHERI T. KAJIWARA
Director
Department of Customer Services
City and County of Honolulu

FRANCINE WAI
Executive Director
Disability and Communication Access
Board
Department of Health

Date

Date

CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII
CERTIFICATE

RESOLUTION 15-194, CD1

Introduced: 07/01/15

By: ERNEST MARTIN (BR)

Committee: TRANSPORTATION

Title: RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY AND COUNTY OF HONOLULU, DEPARTMENT OF CUSTOMER SERVICES, DIVISION OF MOTOR VEHICLES, LICENSING AND PERMITS AND THE STATE OF HAWAII, DEPARTMENT OF HEALTH, DISABILITY AND COMMUNICATION ACCESS BOARD, TO IMPLEMENT A PROGRAM ON PARKING FOR PERSONS WITH DISABILITIES.

Voting Legend: * = Aye w/Reservations

07/23/15	TRANSPORTATION	CR-307 – RESOLUTION REPORTED OUT OF COMMITTEE AS AMENDED IN CD1 FORM.
08/05/15	COUNCIL	CR-307 AND RESOLUTION 15-194, CD1 WERE ADOPTED. 9 AYES: ANDERSON, ELEFANTE, FUKUNAGA, KOBAYASHI, MANAHAN, MARTIN, MENOR, OZAWA, PINE.

I hereby certify that the above is a true record of action by the Council of the City and County of Honolulu on this RESOLUTION.


GLEN TAKAHASHI, CITY CLERK


ERNEST Y. MARTIN, CHAIR AND PRESIDING OFFICER